



DEPARTMENT OF THE ARMY
104TH AREA SUPPORT GROUP
UNIT 20193, BOX 0046
APO AE 09165-0046

IMEU-HAN-EEO

25 February 2005

MEMORANDUM FOR SEE DISTRIBUTION

SUBJECT: Commander's Policy (CP) 0-2c, Sexual Harassment

1. REFERENCES.

- a. Army Regulation (AR) 600-20, Army Command Policy dated 13 May 2002.
- b. AR 690-12, Equal Employment Opportunity and Affirmative Action dated 4 March 1988.

2. PURPOSE. To establish the commander's policy on sexual harassment.

3. APPLICABILITY. This policy applies to all U.S. Army military and civilian employees, former employees, or applicants for employment in the 104th Area Support Group (ASG) Area of Responsibility (AOR).

4. POLICY.

a. Sexual harassment violates the law and has a debilitating impact on employee morale and productivity. Therefore, any form of sexual harassment in the work environment will not be tolerated and violation of the law by any employee of the 104th ASG will result in disciplinary action ranging from reprimand to termination.

b. Managers are accountable for ensuring that the 104th ASG work environment is free of sexual harassment and should take actions as necessary to prevent or eliminate hostile, intimidating, or offensive work environments. All employees and managers shall receive continuing education on the prohibition of sexual harassment.

c. Managers and supervisors will work with the EEO Office to conduct timely inquiries when she/he becomes aware of alleged sexual harassment or after receiving complaints of sexual harassment. Managers and supervisors should take immediate corrective action to stop the harassing behavior if the inquiry confirms allegations of sexual harassment. Employees should contact the appropriate manager, supervisor, or EEO Office if they feel they have been subjected to sexual harassment or have witnessed acts of sexual harassment to others.

d. No employee, either male or female, will be subjected to unsolicited and unwelcome sexual overtures, advances or conduct, either verbal or physical:

(1) Management will ensure unwelcome sexual advances or requests for sexual favors or other verbal or physical conduct of a sexual nature is not a term or condition of an employee's continued employment; and,

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(2) Management will also ensure that making submission to or rejection of such conduct the basis for employment decisions affecting the employee or by creating an intimidating, hostile, or offensive working environment whereby such conduct interferes with an individual's performance of duties.

e. Individuals who perceive they are victims of sexual harassment should report these incidents through their chain of command or to the EEO Manager.

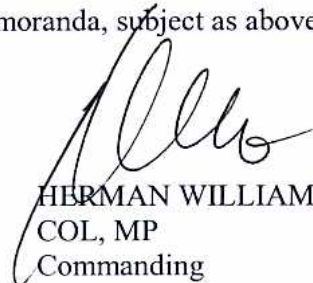
f. Training in the prevention of sexual harassment and EEO is mandatory for all Soldiers and U.S. civilian employees. I expect each director, manager, and supervisor to ensure they and their subordinates receive this training.

h. I encourage all managers, supervisors, and employees to use the Alternative Dispute Resolution Program (ADR) in the event of workplace disputes. ADR is an informal process whereby parties voluntarily agree to attempt to resolve their difference

5. This policy should be posted in conspicuous locations throughout the workplace.

6. Point of contact for this memorandum is Mr. Carlos Ramirez-Vazquez, EEO Manager, DSN 323-2061; E-Mail is Carlos.Ramirez-Vazquez@104asg.army.mil.

7. This memorandum supersedes all previous memoranda, subject as above.



HERMAN WILLIAMS III
COL, MP
Commanding

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